

Market Survey/Request for Sources Information
Delphi Cost Study
For the Department of Transportation's Financial Management Business Transformation
Program

General Information:

The Federal Aviation Administration (FAA), Office of Financial Operations (AMZ-1) is conducting a Market Survey/Request for Information to improve the Government's understanding of the current marketplace and to identify qualified and capable sources. This announcement is not a Screening Information Request (SIR) or a Request for Proposal (RFP) of any kind. Interested sources must respond with information to confirm evidence of their qualifications and capabilities to meet requirements in the attached description. The FAA intends to review all response submittals to establish the acquisition strategy. Responses to this market survey will be used to develop the Source List to be used when the solicitation for this requirement is issued, and will be used to determine if there is adequate competition to set the requirement aside for Socially and Economically Disadvantaged Businesses (SEDB) or Small Business, or open it up for full and open competition. The information identified from this market survey may result in a restricted Screening Process when the RFP is issued. This survey is being conducted in accordance with FAA Acquisition Management System (AMS) Section 3.2.1.2.1. This survey will support market research obtained from multiple sources and will be utilized for planning purposes only.

The requirement is for a Delphi Cost Study for the Department of Transportation's (DOT) Financial Management Business Transformation (FMBT) Program for the Enterprise Services Center's (ESC) Office of Financial Operations (AMZ). The requirement is to develop a unified cost baseline and pricing system for the ESC. The NAICS CODE for this requirement will be 541611, Administrative Management and General Management Consulting Services, with a Size Standard of \$7.0 million

All decisions will be made based on the information provided by vendors responding to this market survey. Attached to this announcement is a draft Statement of Work (SOW) for Delphi Cost Study (see Attachment D). Note that the actual SOW is in process and will be provided with the SIR when it is formally issued. All FAA documents are to be downloaded and printed from the FAA Contracting Opportunities Home Page found at <http://faaco.faa.gov> (or by access through <http://fast.faa.gov>). Please note that documents downloaded from sites other than the FAA's Contracting Opportunities Homepage may not be the latest documents. All FAA SIR amendments will also be shown on this site as "Amendment" when required. Vendors must access this site daily to determine if additional SIR amendments have been issued. Only vendors that respond with information packages providing the required information demonstrating that their firm meets the minimum requirements will be added to the Source List. The minimum requirements will remain the same for the issued SIR as contained in the requested information for this market survey.

All interested vendors are advised that the FAA will not pay for any information or any administrative costs incurred that are associated with any response received from industry in response to this Market Survey/Request for Information. Therefore, any costs associated with vendor's Market Survey/Request for Information submissions will be solely at the interested vendor's expense.

Any information provided under this market survey is for informational purposes only and will not be released. Any proprietary information submitted will be protected if appropriately marked. Vendor participation in any informational session is not a promise of future business with the FAA.

Response to this Market Survey:

Interested sources should provide evidence of qualifications/capabilities available to provide the required Delphi Cost Study, as shown in the draft SOW (Attachment D).

Attachment A includes a request for information summarizing the vendor's qualifications and capabilities. A vendor must meet these minimum requirements in order to be considered an acceptable source. Vendors that do not meet these minimum requirements will be determined to be unacceptable and removed from further consideration for award. Interested vendors must provide their qualifications and capabilities in their response to the market survey with supporting documentation/information that clearly demonstrates that the required minimum requirements are met or exceeded. Attachment B includes a request for reference information for the vendor's performance on previous contracts. Attachment C is a business declaration form for descriptive information regarding the business status of the vendor. Attachment D is a draft Statement of Work.

All response submittals (one response per company) are to be provided with a cover letter on company letterhead. **Responses must be received no later than 3:00 P.M., local time, January 20, 2009.** Market survey responses received after the time and date specified may be determined to be late and may not be considered.

Response submittals must include the following:

1. Documentation that clearly demonstrates that the interested vendor is qualified and capable of providing the required services. The format of the documentation is at the discretion of the vendor.
2. Responses to the requested information in Attachment A.
3. Responses to the requested information in Attachment B.
4. Responses to the requested information in Attachment C.

The FAA prefers that all response submittals, including attachments, be submitted electronically to the following email address: randall.bratcher@faa.gov Responses should be submitted in a portable document format (i.e. .pdf file); however, Microsoft Word is acceptable.

If you cannot respond electronically, please send response submittals to:

Federal Aviation Administration
Attn: Randall L. Bratcher, Contract Specialist (AMQ-310)

Mailing Address:
P.O. Box 25082
Oklahoma City, OK 73125

Physical Address:
6500 S. MacArthur Boulevard
Oklahoma City, OK 73169-6901

Point of contact is Randall L. Bratcher, Contract Specialist, at e-mail randall.bratcher@faa.gov or telephone (405) 954-8860 or FAX (405) 954-3030.

NOTICE for informational purposes for Minority, Women-owned and Disadvantaged Business Enterprises: The Department of Transportation (DOT), Office of Small and Disadvantaged Business Utilization (OSDBU), has a program to assist small businesses, small businesses owned and controlled by socially and economically disadvantaged individuals, and women-owned concerns to acquire short-term working capital assistance for transportation-related contracts. Loans are available under the DOT Short Term Lending Program (STLP) at prime interest rates to provide accounts receivable financing. The maximum line of credit is \$500,000. For further information and applicable forms concerning STLP, call the OSDBU at (800) 532-1169.

NOTE: Any contract awarded for the requirements above will contain the AMS Clause 3.3.1-33 Central Contractor Registration (April 2006). Award cannot be made to a vendor that has not accomplished this registration. See paragraph (d) below:

**** (d) If the offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer may proceed to award to the next otherwise successful registered offeror.*

ATTACHMENT A: Qualifications/Capabilities (to be completed by vendor and returned)
ATTACHMENT B: References (to be completed by vendor and returned)
ATTACHMENT C: Business Declaration (to be completed by vendor and returned)
ATTACHMENT D: Draft Statement of Work